

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OL/PSD 27	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Non Production Hours						<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
2		Weekly				1	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Typed page		YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input checked="" type="checkbox"/>					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Production Manager, Five Branch Chiefs				Employee Daily Production Report			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-14-5	\$ 10.70		30 min.		\$ 5.35		52 \$ 278.20
GP	8.70		15 min.		2.10		52 109.20
GP	8.88		1 hour		8.88		52 461.76
GP	7.48		1 hour		7.48		52 388.96
GP	10.05		1 hour		10.05		52 522.60
GS-13-6	9.40		2 hours		18.80		52 977.60
B. COSTS OF COMPUTER PRODUCED REPORTS							
None							
TOTAL COSTS PER YEAR						\$ 2,738.32	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Started in August 1970 at the request of the Chief, PSD to best utilize nonproductive manhours.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
RETAIN AS IS <input type="checkbox"/> OTHER (explain) Report under evaluation. Its future not determined at this time CHANGE <input type="checkbox"/> DISCONTINUE <input type="checkbox"/>						MAN-HOURS	
						DOLLARS	
						STAT	
16. DATE OF INVENTORY		17.		18. EXTENSION			
8 OCT 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130093-1					